



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for the Gifted	Application Number 82-42	
Application Number		Date Received FEB 8 1982	Date Completed FEB 17 1982
2. Person to Contact Margaret O. Bynum		Working Title Coordinator	Telephone Number 656-2428
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest ca 1964 present		5. Records Series Title (followed by title used in office; if different) PROGRAM FOR THE GIFTED LOCAL EDUCATION AGENCY FILES (SCHOOL FILES)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Coordinator of Programs for the Gifted is responsible for planning, organizing and administering a statewide program for gifted students that will enable local education agencies to meet the educational needs of identified gifted students and the mandates of state and federal regulations. The Coordinator supervises consultants who work with local education agencies and others; and provides assistance to local education agencies in planning, implementing, operating and evaluating special education programs for the gifted. The Coordinator is also responsible for planning and implementing a statewide staff development program for personnel in the area of the gifted; preparing state and federal budgets for the program; and administering a federally funded state program in the area of the gifted.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering programs for gifted students in school systems throughout the State, and to reviewing and approving their Comprehensive Plans and updates. Included are: two folders for each school system, Comprehensive Plan folder and General Correspondence folder. Comprehensive Plan folder contains the Comprehensive Plan, correspondence dealing with the Plan, Revision Letter to Superintendent, In-House Checklist, Revisions to Plan in accordance with suggestions/modifications outlined in Revision Letter, and related monitoring reports. General Correspondence folder contains routine requests for information, letters of transmittal, correspondence relating to changes in policy, and other related documents relating to general administration of the Program. File is arranged: alphabetically by school system; thereunder by Comprehensive Plan and General Correspondence; thereunder chronologically by fiscal year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

annual reports

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial duplication in Associate Superintendent's Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

General Correspondence File - Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Archives for permanent retention.

Comprehensive Plan File - Hold in current files area until new Plan is developed; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Margaret D. Byrne 2-4-82			
Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
A. Weyman Culp	2/5/82	Walker L. Baumgardner	2-5-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-16-82
		Secretary of State/Designee	2-15-82
		Attorney General/Designee	2-17-82